

**TENNESSEE BOARD OF ALCOHOL AND DRUG ABUSE COUNSELORS
MINUTES**

DATE: May 20, 2005

TIME: 9:29 A.M.

LOCATION: Tennessee Room
Ground Floor, Cordell Hull Building
Nashville, TN

BOARD MEMBERS

PRESENT: Albert Richardson, Jr., Chair
Karen Starr, Secretary
Chelsea Taylor, Board Member
Michael Jackson, Board Member
Janice Higgins, Consumer Member

STAFF

PRESENT: Joan Burk, Board Administrator
Nicole Armstrong, Advisory Attorney
Robbie Bell, HRB Director
Rick Agee, Unit Director
Jerry Kosten, Rules Coordinator
Stacy Lannan, Administrative Assistant/Licensing Tech.

Mr. Albert Richardson, board chair, called the meeting to order at 9:29 a.m. A roll call was conducted and all board members were present.

Approve Minutes

Upon review of the January 7, 2005 board meeting minutes, Mr. Jackson made a motion, seconded by Mr. Taylor, to approve the minutes as written. The motion carried.

Conflict of Interest

Ms. Armstrong, advisory attorney, reviewed the conflict of interest policy with the board asking the board members to disclose any conflict of interest they may have prior to contested cases or any other legal proceedings or matters to determine if there is a conflict of interest. Ms. Armstrong asked the board members to sign the conflict of interest statement and return it to Ms. Burk.

Office of General Counsel Report

Ms. Armstrong discussed the OGC report with the board stating the Rule 1200-30-1-.09 and .12 regarding multi-media CE and proof of continuing education for license retirement went into effect January 1, 2005.

Ms. Armstrong stated a roll call vote is scheduled for today's meeting on Rule 1200-30-1-.05 regarding criminal background checks for initial applicants for licensure.

Ms. Armstrong said there is currently one (1) open case pertaining to the Tennessee Board of Alcohol and Drug Abuse Counselors in the office of General Counsel.

Investigative Report

Ms. Armstrong reviewed the investigative report stating there are three (3) open complaints in investigations, one for unprofessional conduct and two under other.

Disciplinary Report

Ms. Armstrong reviewed the disciplinary report stating that there are two practitioners currently being monitored.

Financial Report

Mr. Agee reviewed the financial report stating there is a cumulative carryover from June 30, 2004 of \$11,548.41. Mr. Agee said an updated report will be available at the next board meeting.

Status Report

Ms. Burk reviewed the status report stating there are currently forty-one (41) applications in process, 102 expired license and two (2) applications denied for Alcohol and Drug Abuse Counselors.

Jerry Kosten, Rules Coordinator

Mr. Kosten stated a rule making hearing took place on April 6, 2005 regarding Rule 1200-30-1-.05, licensure process which states that each applicant shall cause to be submitted to the Boards administrative office directly from the vendor identified in the Boards licensure application materials, the result of a criminal background check.

Ms. Starr made a motion, seconded by Ms. Higgins, to adopt the rule as amended. A roll call vote was conducted and all board members voted in the affirmative. The motion carried.

Ms. Bell discussed a bill in legislation that allows health related boards to use a screening panel. Ms. Bell said the screening panel is nominated by the board members and the screening panel

has the same authority as board. The screening panel would hear complaints from those persons who have agreed to have their complaints heard before the panel and would make a decision on those complaints without having OGC involved. If the complainant did not agree with the panel, then the case would be sent to Investigations for their involvement.

Administrative Report

Ms. Burk reviewed the administrative report with the board stating there are 524 active licenses, 104 retired, 166 failed to renew and 8 deceased. Ms. Burk said that between December 15, 2004 and May 5, 2005, 112 licensees renewed their license, 21 which were renewed online. Ms. Burk reminded the board to encourage all applicants to use the website.

Ms. Burk stated all files have been imaged with the exception of the ones being reviewed today. Ms. Burk said of the 202 licensees audited 86 licensees are in compliance with the continuing education requirements, 88 are unacceptable and 28 licensees have not responded. Ms. Burk said from the 88 that were unacceptable 75 submitted the \$100 penalty fee and several submitted additional continuing education which will be reviewed by a consultant. Ms. Burk stated that the 28 licensees that have not responded will be sent to the Office of General Counsel for disciplinary review and potential proceedings before the board.

Ms. Burk reviewed the travel policy with the board reminding them to turn in all travel 120 days in advance for possible approval.

Mr. Richardson stated that there is still a ban on travel and any travel will have to be approved by the board.

Ms. Burk stated the move to Metro Center has been set for September, 2005. Ms. Burk said this is not an absolute date but Administration is working toward that goal.

Discuss, selection and possible approval of task force

Mr. Richardson stated the members of the task force include Steve Atkins, Boomer Brown, Bob Burr, Cindy Black, Phil Guinsburg, Kathryn Benson, Karen Dennis and Bob Rudolph. This task force is to discuss and find ways to train additional licensed Alcohol and Drug Abuse Counselors across the State of Tennessee to give the oral examinations in their areas.

Mr. Richardson added that it is the recommendation of the board to form a task force to prepare questions for the oral exam. Also to be discussed is the possibility of having the Board Administrator coordinate the oral examinations to be given since the Board Administrator would know the areas of Tennessee where the applicants reside. Mr. Richardson stated that this task force includes Bob Burr, Phil Guinsburg, Karen Starr and Rick Agee.

Certificate of Qualified Supervision

Ms. Armstrong reviewed the Certificate of Qualified Supervision with the board. Ms. Armstrong said upon approval of the certificate by the board it will be sent out to all licensees pertaining to new rules regulating the supervision of applicants for licensure.

Upon review, Mr. Taylor made a motion, seconded by Mr. Jackson, to accept the Certificate of Qualified Supervision. The motion carried.

Selection and approval of independent reviewer for medical records

Ms. Armstrong said the discussion and approval of an independent reviewer for medical records was tabled at the last meeting and Ms. Armstrong requested the board make a decision.

Upon discussion, Ms. Starr made a motion, seconded by Mr. Taylor, to accept the independent reviewer for medical records. The motion carried.

Report from Task Force

Mr. Richardson said the task force discussed regional training which will start in September. Mr. Richardson said the task force and sub-committee have been assigned and will meet in September.

Discuss and appoint designee to make initial determination of licensure decision

Mr. Richardson stated that Ms. Starr has been appointed to review the files for the board of Alcohol and Drug Abuse Counselors. The Board Administrator will contact Ms. Starr when applicants have submitted full and completed applications. Ms. Starr will review the file and make a decision on the application. If approved by Ms. Starr, the Board Administrator would then write a "go-to-work" letter telling the applicant he/she may begin working as a licensed Alcohol and Drug Abuse Counselor but that their file will need to be ratified by the whole board before a license can be issued.

Review Application

Ms. Armstrong requested that the board review the application for licensure for Alcohol and Drug Abuse Counselors and revise if necessary.

Discussion of Correspondence

The board reviewed a letter from **Tim Lynch** requesting a waiver of the 2001-2002 continuing education hours due to medical hardship in family. Ms. Starr recused herself from the discussion.

Upon review of Tim Lynch's letter of waiver, Mr. Jackson made a motion, seconded by Ms. Higgins to deny the waiver. The motion carried.

Application Review

Mr. Richardson made a motion, seconded by Ms. Starr, to approve the application of **Kenneth Baker**. The motion carried.

Mr. Taylor made a motion, seconded by Mr. Jackson, to approve the application of **Charles Hays**. The motion carried.

Mr. Jackson made a motion, seconded by Ms. Higgins, to approve the application of **Gwendolyn Hunter**. The motion carried.

Ms. Starr made a motion, seconded by Mr. Jackson, to approve the application of **James Robinson**. The motion carried.

Oral Exams

Ms. Starr made a motion, seconded by Ms. Higgins, to ratify the following applicants after they received passing scores on the oral exams:

Damon Deal
Shannon Genz
Earle Arnold

The motion carried.

Ms. Starr made a motion, seconded by Mr. Jackson, to accept the failing scores of the oral examination for the following applicants:

James Peavyhouse
William Raybourne

The motion carried.

Ratify Reciprocity

Mr. Jackson made a motion, seconded by Ms. Starr, to ratify for licensing by reciprocity **Virginia Lynn Roach**. The motion carried.

Ratify Reinstatement

Ms. Starr made a motion, seconded by Mr. Taylor, to ratify the reinstatement of **Norman Miller**. The motion carried.

Upon review of the request from **Willie Cox** for waiver of 30 continuing education hours for 2004 due to medical hardships, Ms. Starr made a motion, seconded by Ms. Higgins, to waive the 30 continuing education hours for 2004. The motion carried.

Mr. Jackson made a motion, seconded by Ms. Starr, to ratify the reinstatement of **Susan Binford**. The motion carried.

Mr. Richardson made a motion, seconded by Mr. Taylor, to ratify the reinstatement of **Stephen Mills**. The motion carried.

Mr. Taylor made a motion, seconded by Ms. Starr, to ratify the reinstatement of **Lisa Truman**. The motion carried.

Continuing Education approval

Mr. Jackson made a motion, seconded by Ms. Starr, to approve the following continuing education course to be instructed by Tammy Stone to be held at Cumberland Heights, Nashville, TN:

Qualified Case Management Module III Orientation and Qualified Case Management; Case Management Reports and Record Keeping, to be held June 1, June 15, and June 29, 2005 at Cumberland Heights, Nashville TN (10 Hrs Orientation);

Qualified Case Management Module II Intake, to be held July 13, 27, and August 10, 2005 (10 Hrs Intake);

Qualified Case Management; Report and Record Keeping and Consultation , to be held June 9, 10, 11, and 12, 2005 (10 Hrs. Report and Record Keeping, 10 Hrs. Consulting, 10 Hrs. Case Management)

The motion carried.

Ms. Starr made a motion, seconded by Ms. Higgins, to approve the following continuing education courses to be held at the HART Center, 200 Garland, Memphis, TN. Contact Dr. Jane Abraham 901/828-1332:

June 22nd-25th, **Articular Acupuncture Detoxification**, Instructor: Dr. Judi Harrick
10 Hrs. Report and Record Keeping; 10 Hrs. Consultation; 10 Hrs. Crisis Intervention; 10 Hrs. Treatment Planning

Sept. 16, 2005, **ASAM PPC-2**, Instructor: Dr. Jane Abraham, 6 hrs Assessment

July 10, 2005, **Assessment**, Instructor: Dr. Jane Abraham, 10 hrs Assessment

Sept. 11, 2005. **Case Management**, Instructor: Dr. Jane Abraham, 10 hrs Case Management

June 11, 2005, **Child Within the Adult Without**, Instructor: Dr. Jane Abraham, 10 hrs Counseling

August 28, 2005, **Client Education**, Instructor: Dr. Jane Abraham, 10 hrs. Client Education

October 22, 2005, **Complimentary Case**, Instructor: Dr. Jane Abraham, 6 hrs Counseling

November 6, 2005, **Consultation**, Instructor: Dr. Jane Abraham, 10 hrs Consultation

August 14, 2005, **Counseling**, Instructor: Dr. Jane Abraham, 10 hrs Counseling

October 16, 2005, **Crisis Intervention**, Instructor: Dr. Jane Abraham, 10 hrs. Crisis Intervention

July 24, 2005, **Cultural Sensitivity**, Instructor: Dr. Jane Abraham, 1 hr. Assessment; 1 hr. Referral; 4 hrs. Counseling, 2 hrs. Case Management

July 9, 2005, **The Disease of Addiction**, Instructor: Dr. Jane Abraham, r hrs. Client Education, 2 hrs. Counseling

Sept. 24, 2005, **Domestic Violence and Substance Abuse**, Instructor: Dr. Jane Abraham, 2 hrs. Screening, 1 hr. Client Education, 2 hrs. Crisis Intervention, 2 hrs. Referral, 1 hr. Treatment Planning

July 15, 2005, **Dual Diagnosis** , Instructor: Dr. Jane Abraham, 2 hrs. Assessment, 1 hr. Crisis Intervention, 1 hr. Referral, 2 hrs. Counseling, 2 hrs. Case Management

June 12, 2005, **Emotional Healing**, Instructor: Dr. Jane Abraham, 2 hrs. Client Education, 2 hrs. Referral; 3 hrs. Counseling

June 12, 2005, **Ethics**, Instructor: Dr. Jane Abraham, 6 hrs. Ethics

Oct. 29, 2005, **Grief Release**, Instructor: Dr. Jane Abraham, 2 hrs. Client Education, 1 hr. Crisis Intervention, 1 hr. Referral; 1 hr. Treatment Planning, 3 hrs. Counseling

June 26 & Dec. 4, 2005, **Heart Dance**, Instructor: Dr. Jane Abraham, 1 hr. Screening, 2 hrs. Consultation, 2 hrs. Assessment, 2 hrs. Crisis Intervention, 1 hr. Referral, 4 hrs. Counseling

August 6 and Oct. 1, 2005, **Heart Work** , Instructor: Dr. Jane Abraham, 2 hrs. Consultation, 2 hrs. Assessment, 2 hrs. Crisis Intervention (**Denied course dated April 2, 2005 since this course was given before the Board met and was not approved by the Board**)

July 16, 2005, **HIV/AIDS**, Instructor: Dr. Jane Abraham, 1 hr. Report & Record Keeping, 2 hrs. Client Education, 1 hr. Consultation, 2 hrs. Assessment, 2 hrs. Crisis Intervention, 1 hr. Referral, 1 hr. Counseling, 2 hrs. Case Management

June 19, 2005, **Intake**, Instructor: Dr. Jane Abraham, 2 hrs. Client Education, 2 hrs. Consultation, 1 hr. Referral, 2 hrs. Treatment Planning, 2 hrs. Counseling, 1 hr. Case Management

Nov. 13, 2005, **Mask Making**, Instructor: Dr. Jane Abraham, 2 hrs. Client Education, 2 hrs. Consultation, 1 hr. Referral, 2 hrs. Treatment Planning, 2 hrs. Counseling, 1 hr. Case Management

July 2, 2005, **Orientation**, Instructor: Dr. Jane Abraham, 10 hrs. Orientation

July 17, 2005, **Physical Healing**, Instructor: Dr. Jane Abraham, 2 hrs. Client Education, 2 hrs. Consultation, 2 hrs. Treatment Planning

March 14, 21, 28 and April 4th, 11th, 18th, **Post-Induction Therapy (denied since courses were given before Board met and not approved before courses given)**, Instructor: Elaine Orland

Oct. 9, 2005, **Rage Release**, Instructor: Dr. Jane Abraham, 2 hrs. Screening, 1 hr. Client Education, 1 hr. Consultation, 1 hr. Assessment, 2 hrs. Crisis Intervention, 2 hrs. Counseling, 1 hr. Treatment Planning

Oct. 2, 2005, **Referral**, Instructor: Dr. Jane Abraham, 10 hrs. Referral

June 17, 2005, **Relapse and Prevention**, Instructor: Dr. Jane Abraham, 2 hrs. Client Education, 1 hr. Consultation, 1 hr. Assessment, 2 hrs. Crisis Intervention, 2 hrs. Counseling

Sept. 25, 2005, **Report and Record Keeping** , Instructor: Dr. Jane Abraham, 10 hrs. Report and Record Keeping

June 5, 2005, **Screening**, Instructor: Dr. Jane Abraham, 10 hrs. Screening

Aug. 19, 2005, **Sex Addiction**, Instructor: Dr. Jane Abraham, 2 hrs. Screening, 4 hrs. Counseling
Sept. 17, 2005, **Smoking Cessation**, Instructor: Dr. Jane Abraham, 2 hrs. Client Education, 1 hr. Consultation, 1 hr. Assessment, 2 hrs. Counseling
July 23, 2005, **Spiritual Healing**, Instructor: Dr. Jane Abraham, 1 hr. Client Education, 2 hrs. Crisis Intervention, 1 hr. Referral, 2 hrs. Counseling
Dec. 11, 2005, **Spirituality: Outside the Box**, Instructor: Dr. Jane Abraham, 2 hrs. Client Education, 2 hrs. Crisis Intervention, 2 hrs. Treatment Planning, 2 hrs. Counseling
July 30, Sept. 10, Nov. 12, 2005, **Trance Dance**, Instructor: Dr. Jane Abraham 2 hrs. Assessment, 2 hrs. Crisis Intervention, 2 hrs. Counseling
July 31, 2005, **Treatment Planning**, Instructor: Dr. Jane Abraham, 10 hrs. Treatment Planning
The motion carried.

Ms. Starr made a motion, seconded by Mr. Higgins, to deny the courses titled **Heart Work (scheduled for April 2, 2005) and Post-Induction Therapy (scheduled for March 14th, 21st, 28th and April 4th, 11th, and 18th, 2005)** since they were received after the January board meeting and was to be offered before the May board meeting. The motion carried.

Mr. Richardson made a motion, seconded by Ms. Starr, to approve the following continuing education course:

May 24, 2005 MEDS PDN Workshop, **Legal Issues in Behavioral Health in Tennessee**
Instructor: Blaire Beasley Dunigan, J.D., to be held in Nashville, TN
The motion carried.

Mr. Taylor made a motion, seconded by Ms. Starr, to approve the following continuing education courses:

Pleiades Clinical Consulting Group, instructor Kathryn Benson, will present the following courses on May 28, 2005, June 25, 2005, July 30, 2005, Aug. 27, 2005, Sept. 24, 2005, Oct. 29, 2005, Nov. 26, 2005, and Dec. 17, 2005 in Nashville, TN. **Courses offered before this Board Meeting will not be accepted since all courses must be approved by the Board prior to the offering – those dates would include the Jan. 29, 2005; Feb. 26, 2005; March 25, 2005; April 30, 2005** courses.

The Foundation of Professional Care - Basic Ethics – 6 hrs. Ethics

Beyond the Rules – Advanced Ethics - 6 hrs. Ethics

Our Families – Ourselves: Healing the Addiction-Impacted Family - 12 hrs. which covers Treatment Planning, Counseling, Crisis Intervention, and Consultation.

Black, Blue & Impaired: Addiction & Domestic Violence, 7 hrs. which covers Assessment, Crisis Intervention, Referral, and Consultation

Healing the Trauma that Binds, 7 hrs.

Codependency and Recovery, 7 hrs. which covers Assessment, Treatment Planning, and Counseling

The motion carried.

Mr. Richardson made a motion, seconded by Ms. Starr, to approve the following continuing education course:

June 9, 2005, MEDS-PDN, Memphis, TN and June 10, 2005, Jackson, TN **Depression, Dysthymia and Mild Form of Bipolar Illness**, Trainer Brian Quinn, 6 hrs Assessment
The motion carried

Mr. Jackson made a motion, seconded by Ms. Starr, to approve the following continuing education course:

May 20, 2005, Cottonwood de Tucson, Nashville, TN, **Family Program: List Work**, Instructor: Ed Rusnak, 5 hour course
The motion carried.

Ms. Starr made a motion, seconded by Mr. Taylor, to approve the following continuing education course:

June 5-10, 2005, University of Ark., Little Rock Campus, **2005 MidSouth Summer School**

Screening, 5 hour course
Report and Record Keeping, 3 hour course
Client Education, 9 hour course
Consultation, 9 hour course
Assessment, 3 hour course
Orientation, 12 hour course
Ethics, 6 hour course
Crisis Intervention, 9 hour course
Intake, 3 hour course
Referral, 6 hour course
Treatment Planning, 6 hour course
Counseling, 39 hour course
Case Management, 6 hour course
Elective Education, 15 hour course
The motion carried.

Mr. Jackson made a motion, seconded by Ms. Starr, to approve the following continuing education course:

Aug. 19, 2005, Verran Enterprise, **Pharmacology Update 2005**, to be held at the Wesley UM Church, Johnson City, TN, Instructor: Dr. Glen Farr, 6 hour course
The motion carried.

Ms. Starr made a motion, seconded by Mr. Jackson, to approve the following continuing education course and instruct the course provider to submit requests for approval annually:

Tennessee Association of Mental Health Organizations Online Training Program

.5 hour for each course, approved for one year (until May 23, 2005). Per Rule 1200-30-1-.12 (c)
(2) Multi-Media Continuing Education: A maximum of fifteen (15) contact hours may be granted for multi-media courses during each calendar year.

Crisis Intervention and Resolution Including Safety Procedures

Medications, Medication Management, and Medication Facilitation

Entitlements and Procurement of Entitlements

Families as a System, Including Strengths, Stresses, Dynamics, Intervention Techniques and Family/Professional Collaboration

Assessing and Using Natural Support Systems

Legal Issues and Mandates Regarding Mental Illness and Substance Abuse

Community Support Systems, Community-Based Services, Community Resources and Linkages with the Resources

Cultural Diversity

Etiology, Treatment, and Diagnostic Categories of Mental Illness and Substance Abuse

Etiology and Treatment of Alcohol and Drug Abuse, Physical and Sexual Abuse, Suicidal Ideation, Developmental Disabilities, and Mental Retardation

Mental Health Case Management Principles, Practices, and Philosophy

Mental Health Case Management Assessment and Mental Case Management

Intervention Techniques

Service Planning and Monitoring

Screening for Inpatient Hospitalization

General Health Care Practices and Medical Conditions Which May be Associated With Mental Illness and Substance Abuse

The motion carried.

Mr. Jackson made a motion, seconded by Mr. Taylor, to approve the following continuing education course:

June 27, 28, 29, 30 and July 1, 2005, Memphis V.A. Hospital, Memphis, TN, Kelly Foundation, **Recovery Dynamics**, 15 hour course

The motion carried.

Mr. Jackson made a motion, seconded by Ms. Starr, to **deny** the March 10, 2005 course by the **Tennessee Professional Assistance Program** as it was received after the January board meeting and was offered before the May board meeting. The motion carried.

With no other board business to conduct, Ms. Starr made a motion, seconded by Mr. Higgins, to adjourn at 12:52. The motion carried.

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